

# NFACR 2023-24 Grants Round Application Form - SAMPLE

## Introduction

Thank you for your interest in the National Foundation for Australia-China Relations (the Foundation) 2023-24 Competitive Grants Program.

The Foundation provides grant opportunities each year to develop, promote and strengthen understanding and engagement between Australia and China, including business and community stakeholders, in support of Australia's national interests.

The Foundation welcomes applications in line with the Foundation's strategic objectives, including but not limited to the following areas:

- Collaboration on climate change
- Informed business engagement with China, including:
  - Low emissions technology, the transition to green energy and environment
  - Health and ageing
  - Education and training
  - Agritech and agribusiness
  - Digital trade and e-commerce
  - First Nations businesses and exporters
  - Visitor economy
- Support for cohesive communities through recognising the contribution of Chinese-Australian communities
- Activities that showcase the regional diversity of Australia
- Support for Chinese international students and scholars to connect with the broader Australian community
- Activities that showcase the knowledge and cultures of Australia's First Nations people in China
- Communications, including projecting a positive image of Australia in China, media diversity and capability
- People-to-people connections, including in art, culture and sports
- Practical outcomes in health, science and technology that showcase the benefits of international collaboration and/or the contribution of Chinese Australians in these fields
- Exchanges and dialogues that increase mutual understanding
- Programs that enhance the China literacy and capability of Australian organisations

Creative and innovative ideas not covered in this list are also welcome.

Please refer to the guidelines when completing your application. If you have any questions please email [grants@australiachinafoundation.org.au](mailto:grants@australiachinafoundation.org.au) prior to the advertised closing date. Unsuccessful applicants may seek feedback by emailing [grants@australiachinafoundation.org.au](mailto:grants@australiachinafoundation.org.au) within one month of receiving their notification.

## Project Details

\* indicates a required field

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**Individual or organisation name \***

**Do you or your organisation have a Chinese name? \***

Yes

No

**Please provide your name or your organisation's name in Chinese \***

**Project description**

**Project title \***

**Start date \***

Must be a date.

**Completion date (note the maximum grant period is two years) \***

Must be a date.

**Funding amount sought from the Foundation (this must match the amount listed in the Budget Section) \***

Must be a dollar amount.

**Which area does your project BEST align to? \***

Health and ageing  
 Science & technology

Business  
 Climate change

Visitor economy & tourism

The arts, culture & sports  
 Promotion of Australia's First Nations culture

Community engagement  
 Education/international students

China literacy & capability

**40 word summary of the proposed project \***

**Word count:**

Must be no more than 40 words.

Please describe theme, activities and outcomes of your proposed project.

**100 word description of how your activity will benefit Australia \***

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Word count:

Must be no more than 100 words.

Please describe the national level benefits of your activity and how they align with Australia's interests

## Project location

Please indicate the **PRIMARY** location where your grant activity will take place:

**Australia \***

- ACT
- NSW
- NT
- QLD

- SA
- TAS
- VIC
- WA

**Will some or all of your grant activities also take place in greater China? \***

Yes

No

**Please list the PRIMARY location your activity will take place in greater China**

**Please also list any additional locations your activity will take place across greater China**

**You are welcome to provide a short video on YouTube (maximum five minutes) to support your written application. Please provide the URL link to your video file here. Note: links to Google Drive or Dropbox will not work.**

## Project activities

Please list the top 3 quantifiable outcomes your project will deliver (for example including the number of workshops/partnerships/training courses/exhibitions/events/reports/participants, etc.)

**Outcome 1 \***

Word count:  
Must be no more than 50 words.

**Outcome 2 \***

Word count:  
Must be no more than 50 words.

**Outcome 3 \***

Word count:  
Must be no more than 50 words.

**Project overview**

**Which of the Foundation's four strategic pillars does your project BEST align to? \***

- Promoting connections and practical cooperation
- Showcasing Australian excellence
- Building understanding and exchange
- Engaging Australia's diverse communities

Please focus on the intended outcomes of the grant opportunity (as set out in Section 2 of the Grant Guidelines) and how your activity aligns with one (or more) of the Foundation's strategic pillars when preparing your detailed overview of your project.

The assessment criteria are:

- 1.How will the grant contribute to the Foundation strategic objectives?
- 2.How well does the grant address the intended outcomes of this grant opportunity?
- 3.How effective and efficient will the applicant be in delivering the grant?
- 4.How will the activity deliver enduring and sustainable outcomes beyond the period of funding?
- 5.How well you will maximise the reach and impact of the funding?

**Provide a detailed overview of the project focussing on what outcomes the project will deliver. Assessment will be made against the four criteria outlined in Section 6 of the Grant Guidelines. \***

Word count:  
Must be no more than 500 words.

### Risk management planning

**Please outline your risk management planning by listing the key risks, identifying how you will manage and mitigate these and how you will track the effectiveness of your project.**

**Please list the key risks for your activity \***

Word count:  
Must be no more than 100 words.

**Please list your planned strategies to mitigate and manage these risks \***

Word count:  
Must be no more than 200 words.

**How will you measure progress towards intended project outcomes and evaluate the project once concluded? \***

Word count:  
Must be no more than 200 words.

### Collaboration

**Please identify key partners or other major sponsors (financial or otherwise). State whether these partners are confirmed or prospective. \***

Word count:  
Must be no more than 200 words.

**Does your project involve collaboration with a Chinese entity? \***

Yes  No

**If yes, please provide details including Chinese names of entities your project will collaborate with. \***

## Storytelling and Communications

**Please list how you will promote your activity and ensure it has a broad impact. Please also list how you plan to measure the impact of your communications \***

Word count:  
Must be no more than 300 words.

## Supporting documents - optional

**Please attach any other supporting documents here**

Attach a file:

## Referees

\* indicates a required field

Please attach letters of support from two independent referees who have no direct financial interest in this project. Referees cannot be Foundation or DFAT employees, or Foundation Advisory Board members. Referees should comment on the project's objectives and the strategies to achieve them.

The Foundation reserves the right to seek advice on the application from other persons and organisations as appropriate.

### Referee 1:

**Name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position \***

**Phone Number \***

Must be a valid phone number.

**Email Address \***

Must be an email address.

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**Website**

Must be a URL.

**Relationship to Applicant \***

**Referee 1's Report**

Attach a file:

Referee 2:

**Name \***

Title

First Name

Last Name

**Position \***

**Phone Number \***

Must be a valid phone number.

**Email Address \***

Must be an email address.

**Website**

Must be a URL.

**Relationship to Applicant \***

**Referee 2's Report**

Attach a file:

## Project Activity

### Activity timeline

Please provide a timeline of the major activities involved in delivering your project

**Activity**

**Due date**

**Explanatory notes if applicable**

Activity	Due date	Explanatory notes if applicable
	Must be a date.	

## Budget Section

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\* indicates a required field

## Budget instructions

- Please list all contributors to your project, including contributions (cash or in-kind) by you (A) and by third parties (B). Please note whether funding is confirmed, conditional or pending approval.
- Please identify your planned expenditure, this must match the total income.
- Please provide budget figure amounts exclusive of GST. GST will be added to the total grant, if you are successful.

## Budgeted income

A. Internal Contribution	Amount (\$)	Comments (to be completed by the Applicant)
	Must be a dollar amount.	
	\$	

B. Other Income	Amount (\$)	Comments (to be completed by the Applicant)
	Must be a dollar amount.	
	\$	

## C. NFACR Grant

**Foundation grants program funding sought \***  \$  
Must be a dollar amount.

Total income

A+B+C

**Total Project Income \***  \$  
This number/amount is calculated.

Budgeted expenditure (please indicate in the notes for each row the funding source i.e. in-kind, third party or the Foundation for each expenditure item)



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Expenditure description	Expenditure amount (\$)	Notes
	Must be a dollar amount.	
	\$	
	\$	
	\$	
	\$	
	\$	

## Budgeted expenditure totals

**Total Expenditure Amount \***

\$   
 This number/amount is calculated.

## Balanced budget check

**Total Project Income = Total Expenditure Amount \***

\$   
 This number/amount is calculated.  
 Must be equal to 0

**You may attach your project budget plan here if needed.**

Attach a file:

## Previous funding

**Have you or your organisation previously received grant funding from the Commonwealth Government of Australia? \***

Yes  No

**If yes, please provide details of any relevant funding. Note: if, for example, you are applying on behalf of a university that receives numerous unrelated grants, you do not need to list those here. \***

Word count:  
 Must be no more than 200 words.

## Other Commonwealth Funding (not 'Non-Foundation Commonwealth Funding')

**Is your proposed project seeking or receiving other Commonwealth funds (non-NFACR)**

Yes  No

**for current or future financial years? \***

**If yes, please give details, including the amount and year. \***

Word count:

Must be no more than 200 words.

## Applicant Further Information

\* indicates a required field

**Entity type \***

Individual

Organisation

**ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

**Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Email \***

Must be an email address.

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**Phone number \***

Must be a valid phone number, including country and regional codes

**Website**

Must be a URL.

**Twitter/social media handle or hashtags**

**Other Social Media Details**

**Primary contact \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Primary contact phone \***

Must be a valid phone number.

**Primary contact position \***

**Primary contact email \***

Must be an email address.

## Additional documentation requirements - individual applicants

If you are applying as an individual (and not on behalf of an organisation), you are required to be an Australian citizen or permanent resident.

**Are you an Australian citizen or permanent resident? \***

- Australian citizen  
 Australian permanent resident

**Please attach a certified copy of your cardinal document (e.g. Australian passport or Australian citizenship certificate) \***

Attach a file:

**Please attach a certified copy of your cardinal document (e.g.**

Attach a file:

**Australian permanent resident visa) \***

## Conflict of Interest

\* indicates a required field

Please advise if you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as a member of the Foundation's staffing profile or Advisory Board;
- has a relationship with an organisation or foreign government which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding from the Foundation.

**To the best of your knowledge, are there any potential, perceived or actual conflicts of interest relating to this application? \***

Yes

No

**If yes, please provide details \***

## Declaration

\* indicates a required field

### Working with Children or other Vulnerable Persons

Successful grantees will be asked to complete a Working with Vulnerable Persons Statement of Compliance as part of the Standard Grant Agreement.

The Foundation considers a child to be a person under the age of 18 years.

**Will your project involve working with children and/or other vulnerable persons? \***

Yes

No

I confirm that:

The National Foundation for Australia-China Relations ("the Foundation") must comply with the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) (Privacy Act), and the DFAT Privacy policy which is available [here](#). The information you provide in your funding submission is used by the Foundation to assess your application. This information, including personal information, will be disclosed to the Board and Secretariat, Commonwealth and State or Territory governments, organisations which are responsible for grants programs, and may be made public through national and local media or via the Foundation or DFAT websites. DFAT may also publish this information, including personal information, in its Annual Report and on the DFAT website. Applicants should also note the provisions of the Freedom of Information Act 1982 (Cth) apply to documents in the Foundation or DFAT's possession.

I, certify that:

- I have read the relevant information provided for grant applicants regarding eligibility and funding conditions, and confirm the proposed project meets the eligibility criteria.
- The statements in this application are true to the best of my knowledge and any supporting material is my own work or the work of the persons named in this application.
- I accept that the Foundation reserves the right to use whatever assessment processes and selection criteria they deem necessary to evaluate this and other applications for grant funding.
- I acknowledge that this application will be assessed on its merits, and compared to other projects, and that it may not be funded, or it may not be funded at the amount requested.
- I understand that my contact details may be used to receive information updates about relevant Foundation activities, and that I may choose to opt out of further updates at any time.
- If my application is successful, I consent to the media or members of parliament being given information about the funded project and agree I may be contacted directly by them on the contact number provided under Applicant Details above.
- If my application is successful, I will provide project reporting in accordance with the acquittal reporting requirements, which will include all related information and supporting documentation required to acquit properly and fully the money received.
- I understand that any information given to applicants by the Foundation should be seen as information only, and that I should not alter my circumstances or act upon expectations arising from such information.

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**Declaration \***

Yes, I have read and agree to the above conditions.

**Date of Declaration \***

Must be a date.  
Must be a date

**Name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position \***

If you are applying as an individual, state individual applicant.

## Statistical Information

\* indicates a required field

**Where did you hear about the National Foundation for Australia-China Relations grant program? \***

- |   |  |
|---|--|
| <input type="checkbox"/> Foundation website                     | <input type="checkbox"/> GrantConnect                |
| <input type="checkbox"/> Australian Embassy/ Consulate          | <input type="checkbox"/> Facebook                    |
| <input type="checkbox"/> DFAT State or Territory Offices        | <input type="checkbox"/> Twitter                     |
| <input type="checkbox"/> Friends of the Foundation in Australia | <input type="checkbox"/> WeChat                      |
| <input type="checkbox"/> Chinese language media in Australia    | <input type="checkbox"/> LinkedIn                    |
| <input type="checkbox"/> Direct contact from the Foundation     | <input type="checkbox"/> Other: <input type="text"/> |

**Please list any suggestions for the Foundation to improve communications outreach on its grant opportunities \***